



CITY OF HOUSTON

Harris County Department of Health and Human Services
1001 Fannin Street, Suite 1000
Houston, Texas 77002

TO: **ALL AREA PLANNING ADVISORY COUNCIL (APAC) MEMBERS,
STEERING COMMITTEE MEMBERS AND INTERESTED PARTIES**

FROM: *Marla Turner* Marla Turner, Chairperson
Area Planning Advisory Council

DATE: April 23, 2007

SUBJECT: **AREA PLANNING ADVISORY COUNCIL MEETING**

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|---------------|--|
| Date: | Thursday, May 3, 2007 |
| Place: | City of Houston Health Laboratories 1115 South Braeswood Blvd., 1st Floor (Media Center) Houston, TX 77030 |
| Phone: | (713)794-9006 (for Directions) |
| Time: | 9:00 am – 12:00 pm General Meeting |

SPECIAL NOTE:

All APAC members are urged to attend the sub-committee meetings after the General Meeting. If your committee is not meeting, you are invited to attend the meetings of any of the other sub-committees. Officers are obligated to ensure a replacement for the meeting if they cannot attend personally.

If you are unable to attend this meeting, please contact the Area Agency on Aging at (713) 794-9006.

In compliance with the Americans with Disabilities Act (ADA), the Harris County Area Agency on Aging will provide for reasonable accommodations for person attending APAC meetings. If you require reasonable accommodations or additional information, please contact the Harris County Area Agency on Aging at (713) 794-9006.

cc: Charlene Hunter-James, MPH
Director, Area Agency on Aging

Enc: Agenda

**AREA AGENCY ON AGING
AREA PLANNING ADVISORY COUNCIL**

**General Membership Meeting
Thursday, May 3, 2007**

A G E N D A

- I. Call to order
- II. Introduction of guests and new members
- III. Approval of Agenda for May 3, 2007
- IV. Approval of Minutes for April, 2007
- V. Comments from Chair – Marla Turner
- VI. Comments from the Area Agency on Aging – Mrs. Charlene James, MPH
- Presentation – **Topic: “Serving Seniors Through United Way”**
Ms. Patricia Hall, Community Programs Coordinator
United Way of the Texas Gulf Coast
- VII. Standing Committee Reports (written reports only)
 - A. Legislation – Betty Streckfuss
 - B. Advocacy/Ombudsmen – Diane Persson, Kathy Bingham
 - C. Education and Training – Carla Vigilante, Jimmie Matthews
 - D. Transportation – Lalita Sen
 - E. Housing – Michael Nguyen
 - F. Membership – Frank Gemar
 - G. Nutrition/SMOW- Mari Okabayashi, Marla Turner
- VIII. Unfinished Business
 - A. Subcommittee Goals for 2007 need to be sent to Marla Turner
 - B. RFP and RFQ current contracts are being extended
 - C. APAC display for AAA for month of May
- IX. New Business
 - A. APAC Task Force
- X. Caregiver Catharsis
- XI. Announcements

Note: All announcements must be written on the provided form to the Chair prior to the announcement

XII. Adjournment to Subcommittees

XIII. Steering Committee will meet on the 3rd Thursday of each month at 3:00pm at the Area Agency on Aging, 8000 N. Stadium Dr.; next meeting is scheduled for May 17, 2007.

APAC Minutes
Date May 3, 2007

- I. 9:10 am-Meeting called to order by Marla Turner, Chairperson. A quorum was established.
- II. Members and guests were welcomed and introduces.
- III. Agenda approved
- IV. Minutes approved with no changes.
- V. **Comments from the Chairperson:**
 - Marla reminded member to be prepared as hurricane season approaches especially those with special needs. Dora Cruz passed out a Hurricane preparedness handbook.
 - For National Day of Prayer, Rita Sallans led the group in a short reflection, followed by a moment of silence.
 - Marla indicated that there is interest in “spotlighting” one or two committees at regular meetings rather than have short reports from each; Education and Training Committee was asked to present at the June meeting.
- VI. **Standing Committee Reports: asked to submit written reports**
 - A. **Transportation**-Dr. Lelita Sen -none
 - B. **Advocacy**-Dr. Diane Persson, Katherine Bingham-none
 - C. **Housing**-Michael Nguyen-none
 - D. **Membership**- Frank Gemar-none
 - E. **Legislation**-Betty Streckfuss-none
 - F. **Nutrition/ SMOW**-Mari Okabayashi/Marla Turner-submitted
 - G. **Education and Training**-Carla Vigilante/Jimmie Matthews-submitted
- VII. **Comments from Charlene Hunter James, Director of the Area Agency on Aging:**
 - Derrick Neal gave an overview of the ACCESS project(Alzheimer Care Coordination and Service System designed to assist caregivers which includes a home evaluation as well as information and assistance for referrals and resources.
 - Charlene Hunter- James reviewed the contents of the Area Plan(2008-2010)
 - Review of area demographics with emphasis on rate of population growth, an aging population, minority population and changing household composition.
 - The changing placement of AAA within the structure of the City of Houston.
 - Diversity of the workforce compared to the population served; lack of competitive salaries.
 - Need for increased collaboration with community partners.

XI. Announcements

- Kathy Bingham announced that she will be working with the AAA, the Alzheimer's Association and Janice Paul on putting together a community booklet entitled "The Book of Alzheimer's for African-American Churches" underwritten by the AAA and the Caregiver Support Program. This production is based on a document from Lexington, KY and Sanders-Brown University. We have received approval to use the materials in the booklet and "customize" is for our community and distribute it to African-American churches.
- New member orientation is scheduled for May 17 at 1:00 pm on the 3rd floor at AAA
- Steering committee meets May 17 at 3:00 pm at AAA 3rd floor conference room.
- Tom Bass Community Center is hosting a health fair on May 31 from 9-1pm.

XII. Meeting adjourned----- Committee Meetings

Minutes submitted by Katherine Bingham.